

Montana Comprehensive Assessment System MontCAS



Guidelines and Procedures for Test Security 2009-2010



Montana
Office of Public Instruction
Denise Juneau, State Superintendent



Standard Administration
=
Accurate + Reliable Data

Agenda

- Purpose of Guidelines
- Materials
- Definitions
- Training
- Contacts

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Purpose of Guidelines

- Maintain integrity of the Montana Comprehensive Assessment System
- Standard procedures and standard conditions
- Accurate, reliable, and valid results

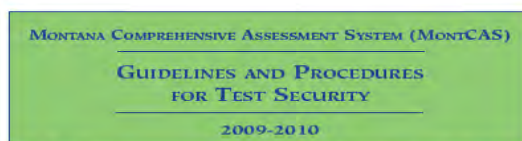
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Materials

- *Guidelines and Procedures for Test Security 2009-2010*, prepared by OPI
 - To be used in conjunction with CRT test coordinator and test administrator guides and manuals
 - Online:
<http://www.opi.mt.gov/Assessment/10Admin.html>
 - MontCAS materials prepared by OPI and Measured Progress

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opi.mt.gov
Denise Juneau, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov
January 2010

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Test Coordinator /Administrator Guides and Manuals-MontCAS

- CRT Test Coordinator's Manual
 - Received by System Test Coordinators in pretest package via mail February 2-5, 2010
 - Online by January 29, 2010
<http://www.opi.mt.gov/Assessment/10Admin.html>
- CRT Test Administrator's Manuals
 - Mailed to System Test Coordinators
 - Online by January 29, 2010
<http://www.opi.mt.gov/Assessment/10Admin.html>
- CRT-Alternate Administration Manual
 - Online by February 1, 2010
<http://www.opi.mt.gov/Assessment/10Admin.html>

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Test Security Issues

- Testing Irregularity
- Secure Test Materials
- Procedural/Administrat
ion Issues
 - Security Breach
 - Coaching
- Reporting
 - Testing Irregularity
Report (TIR)

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Testing Irregularity

- Definition: Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data.
- Includes any actions or precautions that vary from directions specified by testing contractor manuals or OPI.
- Can constitute a security breach which could result in invalidating student scores and impacting AYP determinations.

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Test Security--Materials



All test items and responses to those items are secure materials and may not be copied or duplicated in any way.

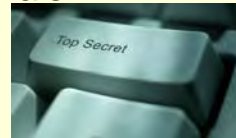
- The System Test Coordinator is responsible for collecting, inventorying, and returning all test booklets to Measured Progress.
- School test coordinators are responsible for the security of testing materials and their return to the System Test Coordinator.

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Secure Test Materials

- Test booklets, answer booklets and other materials defined by OPI or testing contractor as secure.
- These must be kept in a secure location and not copied.
- System and school test coordinators, principals, and test administrators are responsible for secure test materials.
- Not maintaining the security of materials is a security breach.



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Return of Materials

- Test Booklets
- Answer Booklets



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Procedural--Security Breach

- A security breach is a violation of a testing procedure that gives an unfair advantage to a student or a group of students and could jeopardize the security and integrity of the tests and/or resulting data.

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Accommodations

- Remember accommodations are determined on an individual, not a group, basis.
 - For the CRT, standard accommodations are available to all students on an individual basis and if the accommodation has been a part of the student's classroom and assessment routine for 2-3 months prior to testing.

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Maintaining a Standardized Test Environment

- A list of “Do NOT” activities is on page 3 of the *Guidelines and Procedures for Test Security*
 - **Do not** answer questions related to the test
- Refer to page 4 of the *Test Security Guidelines* for the list of “Do” activities
 - **Do** cover or remove bulletin boards and instructional aids
 - No student should have any form of assistance or material that other students do not have.
 - **Do** clear home screen (not memory) of calculators both before and after calculator use sessions.

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Coaching

- Coaching is a type of a procedural security breach.
- Examples:
 - Providing answers to students
 - Changing student responses
 - Influencing student responses to test questions by offering hints, clues, cues, facial expressions, nods, voice inflections, or any other manner of assistance that could impact a student's answers.

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OPI Test Security--Reporting

- Any concern about breaches in test security or noncompliance with test administration procedures must be reported immediately to the principal and system test coordinator and to the State Assessment Director.
- *OPI Guidelines and Procedures for Test Security*
 - This OPI publication outlines procedures for reporting testing irregularities and should be made available to system superintendents, principals, and test administrators.
 - Contains the form for reporting a breach in test security or noncompliance with test administration procedures: Testing Irregularity Report (TIR)

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Test Security Documentation

Form 1:

- Information sheet for teachers describing their test security responsibilities and what training they should expect.
- Each educator handling materials or administering the CRT or CRT-Alternate must receive a copy of this form so they will know what training to expect and what is expected of them.

Form 2:

- System Test Coordinators sign and return to Measured Progress with system's used Answer Booklets after testing.

Form 3:

- Principals/ Authorized Representatives sign and include with school's used Answer Booklets after testing.

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Training so that . . .

- everyone understands the procedures for administration.
- the test is administered in a comparable way in all locations across the state.
- quality control procedures are utilized when returning test materials.

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Training Resources PowerPoint Presentations

CRT Training CD from Measured Progress

- CRT — included with pretest materials and online
<http://www.opi.mt.gov/Assessment/10Admin.html>

CRT-Alternate Training CD from Measured Progress

- CRT-Alternate — included with materials kits and online
<http://www.opi.mt.gov/Assessment/10Admin.html>

Test Security Training CD from OPI

- Test Security — mailed by OPI and online
<http://www.opi.mt.gov/Assessment/10Admin.html>
- CRT Accommodation Manual — mailed by OPI and online
<http://www.opi.mt.gov/Assessment/10Admin.html>

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Office of Public Instruction Contacts

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 - gallen2@mt.gov
- **OPI Assessment FAX number and mailing address**
 - 406-444-0743
 - P.O. Box 202501
 - Helena, MT 59620-2501

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Thank You

Your comments, questions, and feedback
make it possible for future improvements
in the system.

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